



## POSITION DETAILS

<b>Position Title</b>	<b>Position Number</b>
Senior Information Officer	13948
<b>Classification Level</b>	<b>Award/Agreement</b>
Level 3	Public Service Award 1992, or any other prevailing industrial instruments
<b>Division/Directorate</b>	<b>Branch/Section</b>
Corporate Services	Business Operations
<b>Physical Location</b>	<b>Effective Date</b>
140 William Street, Perth	21/02/2020
<b>Employment Type</b>	<b>Employment Status</b>
Permanent	Full time

## REPORTING RELATIONSHIPS

<b>Position reports to</b>	<b>Positions reporting to this position</b>
13891– Team Leader Information Services - L4	Nil

## PURPOSE OF THE POSITION

Assist with the monitoring and administration of the Department's Electronic Document and Records Management System (EDRMS). Coordinates file creation and tracking and the classifying and indexing of corporate records, and mail processing.



## ABOUT THE DEPARTMENT

The Department of Local Government, Sport and Cultural Industries facilitates lively communities and the economy and the offering of outstanding and inclusive sporting and cultural experiences to local, interstate and international visitors.

MISSION	VISION	VALUES
<p><b>To enable dynamic and inclusive communities and support the WA economy through effective regulation and the facilitation of outstanding sporting and cultural experiences and opportunities.</b></p>	<p><b>Creating a vibrant, inclusive and connected WA community.</b></p>	<p><b>Customer Focused Responsive Respectful Accountable Innovative</b></p>

### DLGSC Objectives

- Improve capability and outcomes across the local government, sport and recreation and culture and arts sectors
- Improve participation of culturally and linguistically diverse communities within Government and promote, support and celebrate the State's cultural diversity
- Contribute to the wellbeing of the community through effective regulation
- Encourage and enable understanding and acknowledgement of Aboriginal history and contemporary society
- Facilitate public engagement with highly valued sporting, cultural and recreational spaces and places.

### DLGSC Approach

We will achieve this by:

- Working collaboratively with the community, all tiers of government and key stakeholders to implement a shared approach to improve community engagement and experience
- Being efficient, effective and responsive through an agile and flexible workforce
- Responding proactively to State Government imperatives such as election commitments and stated strategic priorities
- Contributing to the achievement of whole-of-State Government targets
- Using evidence based information to develop community focused engagement and partnerships



## DUTIES OF THE POSITION

This section outlines the results and outcomes required of an individual in this position.

### 1. Information Systems

- Assist with the monitoring and administration of the Department's Electronic Document and Records Management System (EDRMS).
- Provides assistance and support to users on EDRMS.
- Assist with the undertaking of data integrity checks and analyses reports relating to information entered into the EDRMS.
- Liaises with Service Desk and service providers regarding EDRMS technical support.

### 2. Information Services

- Coordinates file creation and tracking and the classifying and indexing of corporate records, and mail processing.
- Contributes to the review and development of policies and procedures in relation to the agency's information and records management.
- Undertakes document handling and movement, including storage, retrieval, audit trails and tracking.
- Assist in the development of the Department's Recordkeeping Plan and associated documentation.
- Liaises with departmental sections on records management policies and procedures ensuring compliance with legislation.
- Assists in the coordination of search and retrieval requests.

### 3. Other Duties

- Assists in the provision of induction and training for all staff on records management responsibilities for the EDRMS
- Other duties as required.

## COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- Comply with the Department's Code of Conduct, policies and procedures and relevant appropriate legislation; and
- Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.



## WORK RELATED REQUIREMENTS

This section outlines the requirements, in relation to the knowledge, skills, experience and qualifications required to perform the duties of the position.

### Essential

#### 1. Role Specific Requirements

- Experience working in a records management environment including the use of computerised records management systems.
- Good working knowledge of relevant legislation including State Records Act and State Records Commission Standards and Guidelines.
- Strong commitment to customer service.
- Competence in commonly used personal computing applications, particularly spreadsheets and word processing applications.

#### 2. Shapes and Manages Strategy

- Ability to research, analyse and make evidence-based recommendations.

#### 3. Achieves Results

- Sound organisational and prioritising skills with the ability to see tasks through to completion deadlines.

#### 4. Builds Productive Relationship

- Ability to develop and maintain productive relationships, including liaising and consulting with a variety of individuals.
- Ability to work in a team environment and liaise effectively with people at all levels.

#### 5. Exemplifies personal integrity and self-awareness

- Ability to demonstrate public service professionalism by performing duties of the role in accordance with departmental and team objectives, obtaining feedback and guidance from manager where required.
- Ability to understand and operate within the mission, vision and values of the Department

#### 6. Communicates and Influences Effectively

- Well developed communication skills, including the ability to adapt messages to suit the intended audience.

### Desirable

- Tertiary qualification or working towards a qualification in a relevant field.
- C Class Driver's Licence



## ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

### Special Conditions

- Some out of hours work may be required.

### Appointment is subject to:

- 100 point identification check; and
- Criminal History Record Check: An acceptable National Police Certificate (police clearance), or equivalent, is an essential pre-employment requirement and must be obtained prior to commencement (within the last 6 months).

### Training:

- Complete induction within three months of commencement;
- Complete Accountable and Ethical Decision Making Training within 6 months; and
- Complete any training specific to the role required by Departmental policy.

## CERTIFICATION

*The details contained in this document are an accurate statement of the duties, responsibilities and requirements of this position.*

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**Corporate Executive Representative Signature**

Date (DD/MM/YYYY)

*I have read and accept the responsibilities of the Job Description Form.*

*The position's duties are to be performed in accordance with the Department's Code of Conduct.*

.....  
**Employee Signature**      Date (DD/MM/YYYY)